Instructions for Entering Pass/Pass Hearing Screenings in VISITS

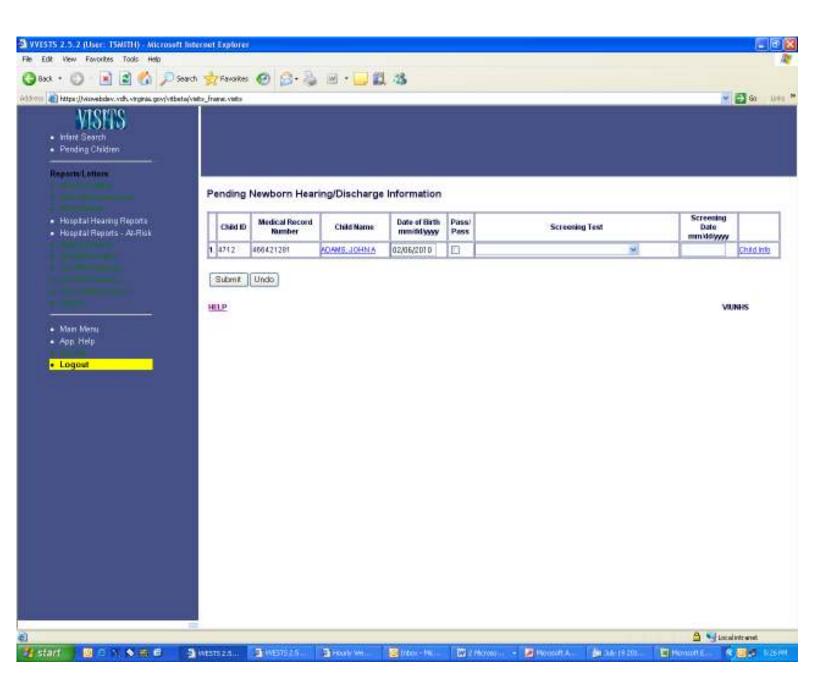
Pass/Pass screen Rules:

- I- An infant must have already been discharged from your hospital
 - 1. If not, wait to enter screening results until you have verified the infant's discharge
- II- The infant must NOT have been missed or transferred to another facility.
 - 1. If infant was discharged before screening, click on the infant's name and enter all information as usual.
- II- An Infant must have **passed** the hearing screening in **both ears**
 - 3. If not, click on the infant's name and enter all information as usual
- III- An infant must have **no risk factors** for hearing loss
 - 4. If the infant has risk factors, please click on the name and enter all information as usual

Directions for using the pass/pass feature:

- 1) Review individual infants on your pending list.
 - a. Verify name, DOB, and Medical Record # for each infant you wish to enter as pass/pass. If you want to view additional information, click "child info" for popup details.
 - b. Verify that the infant has *already been discharged* from the hospital and that the infant is NOT still in the hospital and has NOT been transferred.
 - c. Verify that the infant *passed* the screening in both ears, and has *no risk factors*.
- 2) When you have verified all information, click on the "pass/pass" box next to the infant's date of birth to create a check mark. You may enter information on multiple infants on your pending list at the same time.
- 3) Enter the type of screening test.
- 4) Enter the screening date.
- 5) Click "**Submit**" at the bottom of your pending list. **Please note, clicking "submit" will only modify information on infants for whom you have clicked "pass/pass."
- 6) A second page will appear. Please verify that the information you see is correct. The purpose of this screen is to make sure that you have not accidentally clicked "pass/pass" for any infants unintentionally. You do NOT need to enter any additional information on this screen.
 - a. If any information is incorrect or if you accidentally clicked pass/pass for one or more infants, simply uncheck those pass/pass boxes.
 - b. When you have verified that pass/pass has been selected (or unselected) for the correct infants, click "Submit" again.
 - c. Your pending list will re-appear

Pending list (Pass/Pass Screen 1).



Pass/Pass Screen 2.

